

Vacancy Announcement



U.S. Embassy Iraq

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| ANNOUNCEMENT NUMBER: 11-85 | SUBJECT: Senior Security Liaison (Senior FSNI), FSN-10 (Erbil) – 1 position | DATE: 05-15-2011 |
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OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Senior Security Liaison (Senior FSNI), FSN-10; FP-5*

OPENING DATE: May 15, 2011

CLOSING DATE: May 29, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 36,072 USD p.a. (Starting Basic salary)
(Position Grade: FSN-10)

*Not-Ordinarily Resident (NOR): 56,323 USD p.a. (Starting Basic salary)
(Position Grade: FP-5).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Erbil PRT is seeking an individual to fill the position of **Senior Security Liaison (Senior FSNI)** in the **Erbil Regional Security Office (RSO)**.

BASIC FUNCTION OF THE POSITION

The incumbent is the Senior FSNI for a 6-agent RSO Section. Acts as the direct liaison between special agents in the RSO Office and senior Kurdish police/security/military officials on a variety of issues, to include protective services for VIPs, perimeter security for the compound, criminal incidents and residential security. The incumbent plans, conducts and/or oversees the background investigations of all newly hired locally employed staff (LES) and five-year security clearance updates for all current LES (more than 600 employees) at the U.S. Consulate and the Combined Operations Site in Erbil, Iraq. Works with RSO's cleared American investigator responsible for completing background investigations on new or current cleared American personnel. On behalf of the RSO, the incumbent conducts complex and sensitive criminal investigation involving/impacting American personnel and their dependents. The Senior FSNI is responsible for providing to the RSO periodic analytical reports on the criminal environment/developments in Erbil, the Kurdistan Region and throughout Iraq. The Senior FSNI maintains oversight of a 75 person Antiterrorism Assistance Program.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's Degree in Management, Criminology Law Enforcement or related field is required.
2. Seven years experience in investigations, law enforcement, customs, or other security related field which must include three years supervisory experience, is required.
3. Level III (Good Working Knowledge) Speaking/Reading/Writing English and Level IV (Fluency) Speaking/Reading/Writing Arabic and Kurdish are required. **(Language proficiency will be tested)**
4. Must have thorough working knowledge of U.S. Federal Protective Security Services requirements and an in-depth knowledge of Kurdish and Iraqi civil and criminal laws.
5. Must understand the structure and responsibilities of the various Kurdish Iraqi police and security agencies and be familiar with general police criminal investigative procedures, to include interviewing of applicants, interrogation of suspects, and knowledge of fingerprinting.
6. Must be computer literate and familiar with the latest MS Office software package.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e., Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and e-mailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraq/jobs.html>

E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA11-85 Senior Security Liaison (Senior FSN)

CLOSING DATE FOR THIS POSITION: MAY 29, 2011

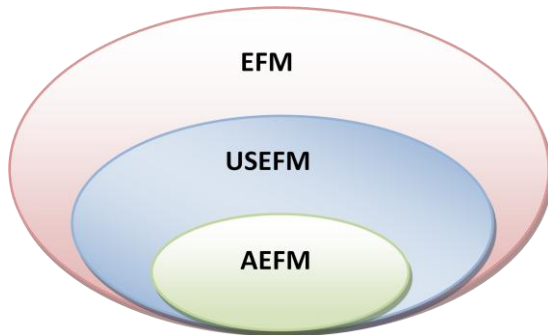
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: D/HRO/WG
Cleared : RSO/TM
Drafted : HRA/HS

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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U.S. Embassy, Iraq



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| Announcement Number: 11-85 | SUBJECT: Senior Security Liaison (Senior FSNI) FSN 10 Major duties and Responsibilities | Opening Date: 05-15-11 Closing Date: 05-29-11 |
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Major Duties and Responsibilities:

Investigations, Report Writing and Research: Conducts all initial and update background investigations of some 600 local Mission personnel. Investigates, corroborates and verifies, where possible, such background information as employment status and history, educational information (to include school attendance, graduation, and certification of degree awarded), and criminal activity. Makes recommendations to RSO personnel on the basis of findings to hire or terminate personnel. Results are provided to RSO in a written report. Conducts sensitive, complex criminal investigations impacting American personnel and dependents while remaining discreet about the findings. Conducts investigations stemming from traffic accidents in which vehicles registered to the U.S. Embassy/Consulate are involved. Performs investigative assignments as directed by RSO staff, including those initiated by the U.S. Mission or by various U.S. Government law enforcement organizations at Post or in the region – in particular, the FBI and USSS. Assists RSO staff to obtain information for counter-terrorist, criminal, surveillance, visa/passport fraud, threat, or other official investigations. Works with RSO's cleared American investigator responsible for completing background investigations on new or current cleared American personnel by verifying residences, employment and educational background of American citizens with past histories in Iraq and throughout Erbil's extensive consular district. Obtains criminal records – official or unofficial - from police sources for criminal investigations. Assists with the representation of U.S. interests in court cases by providing assistance in obtaining evidence and statements and by advising RSO staff of local legal procedures. Reviews media, police and other sources to compose periodic reports on local crime trends for use by RSO personnel.

PERCENT OF TIME: 25%

Liaison: Liaises with local police, national security officials, non-governmental security officials and private sector/residential security representatives to keep RSO staff informed of any activities or events (such as threat information, crime trends, and methods of operation of local terrorist and/or criminal organizations) that could affect the security of the U.S. Mission, its facilities and personnel. Uses contacts to facilitate meetings between RSO staff and local officials. Acts as the principal point of contact with local law enforcement organizations for VIP visits (to include POTUS, Cabinet secretaries, former POTUS, Congressional delegations and governors). Also serves as the main contact for various USG security services charged with protective duties (facilitates meetings between American agents and senior Kurdish security/police/military (at the Colonel level or above, airport and hotel security personnel). Participates directly in negotiations between RSO and Kurdish police/military related to security issues (weapons, radios, motorcade formations, etc.) for high-level U.S. VIP visits. Is routinely called upon to act as an advance agent on behalf of U.S. Government security representatives to facilitate access to official, sensitive Iraqi Government sites. Conducts/completes detailed site surveys for use by VIP protective agents.

PERCENT OF TIME: 20%

Maintains the administrative oversight of the Antiterrorism Assistance Program's Police Integration Program. Handles the day to day tasking, logistical and operational support of 70 Zervany Protective Security Officers and 5 contract translators. Assists with the deployment of the Zervany to overseas training locations to include the United States and Jordan. Represents the Regional Security Office during meetings with the senior Zervany officials to negotiate for equipment, training locations, manpower issues and operational standards and implementation. Develops, creates and issues special Consulate security badges to Zervany personnel.

PERCENT OF TIME: 20%

Acts as interpreter for RSO staff at meetings with senior police/security personnel (MG, BG, Colonel level, etc.) and translates correspondence and documents for liaison meetings, security notices, and internal memoranda for all security staff. Interprets for RSO special projects – e.g., monthly chemical-biological awareness briefings and unclassified counterintelligence refresher briefings.

PERCENT OF TIME: 15%

Supervises mentors and trains three junior FSNIs. Ensures that they are enrolled in DS-training courses and participate in mandatory Post-training related to security and emergency preparedness. Ensures junior FSNI's are trained in the proper use of Consulate and RSO specific equipment.

PERCENT OF TIME: 15%

Establishes a rotational FSNI duty schedule that places one FSNI per week on call evenings and weekends to respond to threats, criminal incidents, motor vehicle accidents, or other emergencies involving Mission personnel.

PERCENT OF TIME: 5%